

North Carolina

Department of Transportation

Transportation Mobility and Safety Division

Workplace Safety, Security, and Sanitation Manual

March 2012

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NOTE

The information contained in this manual is adapted for use by the Transportation Mobility and Safety Division and is based on policies, procedures, and guidelines provided by the [NCDOT Workplace Safety Manual](#), the [NCDOT Safety Policy and Procedure Manual](#), the NCDOT “Controlled Substances Abuse and Alcohol Misuse” standard policy, and the NCDOT “Serious/Fatal Incident” guide.

I. Coordinators and Contacts

A. Division Safety Coordinator

The Division will have one safety coordinator.

The Division Safety Coordinator will be responsible for the following:

- Coordinating Division Safety Committee meetings
- Coordinating Audit Review Subcommittee meetings and ensuring that all subcommittee members have a copy of all completed and signed audit forms prior to meetings
- Coordinating Incident and Injury Investigation Subcommittee meetings and ensuring that all subcommittee members have a copy of all incident investigation forms and other pertinent information prior to meetings
- Coordinating with local officials (fire, police, rescue, etc.) in the event of a fire, evacuation, or other emergency
- Coordinating with the Department Safety Coordinator
- Maintaining the division's Workplace Safety, Security, and Sanitation Manual
- Maintaining the division's Workplace Safety, Security, and Sanitation audit forms
- Maintaining the division fire prevention plans
- Maintaining the division evacuation plans
- Maintaining all original records (meetings, minutes, rosters, audits, incidents, plans, ergonomics, training, etc.)
- Maintaining a current list of Unit Safety Coordinators, assistant Unit Safety Coordinators, Regional Safety Contacts, and Zone Coordinators
- Ensuring that Unit Safety Coordinators have all necessary safety, security, and sanitation training
- Ensuring that all training is recorded on Unit Safety Coordinator and assistant Unit Safety Coordinator training profiles
- Consolidating and making available safety meeting topics
- Maintaining a current list of contact information, by cost center, with Safety and Loss Control
- Maintaining TEPPL topics related to workplace safety, security, and sanitation
- Posting maximum occupancy totals for conference rooms with an allowed occupancy above 49 persons

B. *Unit Safety Coordinators*

Each Unit shall have one safety coordinator and at least one assistant safety coordinator.

Unit Heads may change their Unit Safety Coordinator and/or assistant Unit Safety Coordinator(s) at any time as needed, but will immediately inform the Division Safety Coordinator of any changes.

Unit Safety Coordinators will be responsible for the following:

- Participating in subcommittees
- Scheduling and facilitating Unit safety, security, and sanitation meetings
- Performing safety, security, and sanitation audits
- Performing ergonomic assessments
- Maintaining a copy of all records (meetings, minutes, rosters, audits, incidents, plans, ergonomics, training, etc.) and forwarding all original records to the Division Safety Coordinator
- Maintaining a list of emergency contact numbers
- Ensuring that assistant Unit Safety Coordinators and Regional Safety Contacts (if any) have all necessary safety, security, and sanitation training
- Ensuring that all Unit personnel have all necessary safety, security, and sanitation training
- Ensuring that all training is recorded on Unit personnel training profiles
- Ensuring that all identified deficiencies are abated within a reasonable time frame

C. *Regional Safety Contacts*

Each Regional Traffic Engineering Office will have a Regional Safety Contact.

Regional Safety Contacts will be responsible for the following:

- Notifying the Unit Safety Coordinator of any injuries or incidents
- Notifying the Unit Safety Coordinator of any evacuations or emergencies
- Notifying the Unit Safety Coordinator of any changes in the list of emergency contact numbers
- Performing monthly inspections of fire extinguishers (when necessary and where appropriate – currently only required in the Triad Regional Office)

D. Qualifications and Training

The Division Safety Coordinator and Unit Safety Coordinators shall have the following training:

- SAF011-S Practical Solutions in Office Ergonomics
- SAF012-S Safety Orientation Program
- SAF120-S First Aid (includes CPR training)
- SAF125-S Accident/Incident Investigation
- SAF130-S Hazard Communication
- SAF160-S Fire Extinguisher Safety
- SAF236-S Defensive Driving (NSC)
- SAF465-S Hazard Assessment
- SAF520-S Emergency Evacuation
- SAF521-S Fire Prevention
- SAF530-S Bloodborne Pathogens and Exposure Control Plan
- SAF560-S Worksite Audit Training
- Employee Emergency Evacuation Team
- Safety Training and Education

All Regional Safety Contacts and assistant Unit Safety Coordinators shall have the following training:

- SAF012-S Safety Orientation Program
- SAF120-S First Aid (includes CPR training)
- SAF160-S Fire Extinguisher Safety
- SAF465-S Hazard Assessment
- SAF520-S Emergency Evacuation
- SAF521-S Fire Prevention

II. Committees, Subcommittees, and Teams

A. Division Safety Committee

This committee will be composed of the Director of Mobility and Safety, Unit Heads, the Division Safety Coordinator, and subcommittee chairs.

The Director of Mobility and Safety will chair this committee.

The primary responsibilities of this committee are:

- Originating, modifying, coordinating, and guiding the safety program
- Approving safety policies
- Exchanging safety information
- Reviewing trends

This committee shall meet at least twice per year (at the end of March and the end of September), but may meet at other times as needed. Any member of this committee may call a meeting.

Minutes for all committee meetings shall be kept with copies being sent to both Safety and Risk Assessment, and the next higher level committee, for review and appropriate action.

B. Audit Review Subcommittee

This subcommittee will be composed of a Unit Head or Section Head (who will act as chairperson), two Unit Safety Coordinators (one each from two units different from the subcommittee chairperson's unit), the next year's scheduled chairperson, and the Division Safety Coordinator.

This subcommittee will be chaired on an annually rotating basis as follows:

Position	2008	2009	2010	2011	2012	2013	2014	2015
State ITS and Signals Engineer	X							
Signals Management Engineer								
Signal Design Engineer				X				
Intelligent Transportation Systems Engineer							X	
ITSSU Safety Coordinator			X		X			X
Oversize and Overweight Permit Director								
Oversize and Overweight Permit Assistant Director								X
OSOWU Safety Coordinator		X			X		X	
State Signing and Delineation Engineer			X					
SDU Safety Coordinator	X			X		X		
State Traffic Management Engineer								
Work Zone Traffic Control Engineer								
Congestion Management Engineer		X						
Municipal/School Transportation Assistance Engineer								
TMU Safety Coordinator				X		X		
State Traffic Safety Engineer								
Traffic Safety Systems Engineer								
Mobility and Safety Field Operations Engineer						X		
Mobility and Safety Information Engineer								
TSU Safety Coordinator	X		X					
State Traffic Systems Operation Engineer					X			
TSOU Safety Coordinator		X					X	
Division Safety Coordinator	X	X	X	X	X	X	X	X

The primary responsibilities of this subcommittee are to:

- Review audit reports
- Compile and analyze data
- Make periodic safety and housekeeping inspections

Subcommittee meetings should occur as needed and not necessarily on a regular basis, but at a minimum should be held quarterly.

Minutes for all subcommittee meetings should be kept with copies being sent to the Division Safety Committee and Safety and Risk Assessment.

C. Incident and Injury Investigation Subcommittee

This subcommittee will be composed of a Unit Head or Section Head (who will act as chairperson), two Unit Safety Coordinators (one each from two units different from the subcommittee chairperson's unit), the next year's scheduled chairperson, and the Division Safety Coordinator.

This subcommittee will be chaired on an annually rotating basis as follows:

Position	2008	2009	2010	2011	2012	2013	2014	2015
State ITS and Signals Engineer								
Signals Management Engineer		X						
Signal Design Engineer								
Intelligent Transportation Systems Engineer								
ITSSU Safety Coordinator	X			X		X		
Oversize and Overweight Permit Director						X		
Oversize and Overweight Permit Assistant Director								
OSOWU Safety Coordinator			X					
State Signing and Delineation Engineer								X
SDU Safety Coordinator	X				X		X	
State Traffic Management Engineer				X				
Work Zone Traffic Control Engineer							X	
Congestion Management Engineer								
Municipal/School Transportation Assistance Engineer			X					
TMU Safety Coordinator		X			X			X
State Traffic Safety Engineer	X							
Traffic Safety Systems Engineer					X			
Mobility and Safety Field Operations Engineer								
Mobility and Safety Information Engineer								
TSU Safety Coordinator		X		X			X	
State Traffic Systems Operation Engineer								
TSOU Safety Coordinator			X			X		X
Division Safety Coordinator	X	X	X	X	X	X	X	X

The primary responsibilities of this subcommittee are to:

- Review incident investigations
- Review statistics and trends
- Monitor compliance with recommendations

Subcommittee meetings shall occur as needed following incidence investigations.

Minutes for all subcommittee meetings should be kept with copies being sent to the Division Safety Committee and Safety and Risk Assessment.

D. Incident Investigation Team

The Unit Head (or Section Head if the Unit Head is vacant or unavailable) of employee(s) involved in an incident will assemble an Incident Investigation Team within ten (10) business days of the reported incident.

The Incident Investigation Team will include the following individuals:

- The employee(s) involved
- A peer of the employee(s) involved (peers should rotate where possible and practical)
- The immediate supervisor(s) of the employee(s) involved
- A supervisor of the immediate supervisor(s) of the employee(s) involved
- Additional management, technical and safety support staff, Unit Safety Coordinators, or the Division Safety Coordinator should be included as needed

If the incident resulted in a fatality or the hospitalization three or more people, then the Division Safety Coordinator and a representative from Safety and Loss Control shall also serve on the Incident Investigation Team.

III. Safety, Security, and Sanitation Meetings

A. General

Safety meetings are very useful ways of training our employees and they are a vital part of the Department's safety atmosphere. Safety meetings should be used to present information, discuss problems and new ideas, and discuss recent accidents and injuries. These meetings can vary greatly in length but should be held on a regular schedule to keep safety on the employees' minds.

Safety meetings involve employees in the safety program – they can conduct meetings, report on special projects, and lead group discussions.

All employees are required to attend meetings.

Exemptions to safety meetings shall only be made with written approval from the Director of Mobility and Safety, a Unit Head, or the Division Safety Coordinator.

B. *Unit Meetings*

Each Unit will hold at least one meeting and one make-up meeting every quarter.

Unit Heads, in coordination with their Section Heads and Unit Safety Coordinator, will be responsible for determining who is responsible for Unit meeting topics and agendas.

The following individuals are to be informed of, and invited to, all Unit meetings:

- Director of Mobility and Safety
- Division Safety Coordinator
- Traffic Engineering Program Managers
- Division Staff Engineer (and staff)
- Division Executive Assistant (and staff)

In order to reduce the time burden on guest speakers that may be invited to several Unit safety meetings, the Units located at the Greenfield facility may coordinate building-wide quarterly safety meetings. The rotation schedule of the responsible Unit for these meetings, beginning the first quarter of 2012, shall be as follows:

- Signing and Delineation Unit (SDU)
- Traffic Management Unit (TMU)
- Traffic Systems Operations Unit (TSOU)
- ITS and Signals Unit (ITSSU)
- Traffic Safety Unit (TSU)

All Unit meetings (quarterly, make-up, etc.) are to be documented, and all original documentation and rosters are to be forwarded to the Division Safety Coordinator within ten (10) business days.

Unit meetings are to be recorded on the training profiles of all attendees under SAF005 (Unit Safety Meeting) within ten (10) business days.

IV. Safety, Security, and Sanitation Audits

A. General

Audits may be announced or unannounced.

Supervisors will be responsible for auditing. New supervisors will be trained in the methods of auditing by being shown sample conditions and practicing audits.

Announced audits of Unit work areas and vehicles (excluding the Traffic Electronics Center, the Division administrative areas, and Regional Traffic Engineering offices) shall be performed by Unit Heads and witnessed by Unit Safety Coordinators.

Announced audits of Division administrative areas may be conducted by the Director of Mobility and Safety, the Division Staff Engineer, or the Division Safety Coordinator, and witnessed by another employee.

Announced audits of Regional Traffic Engineering offices may be conducted by the State Traffic Safety Engineer, the Unit Safety Coordinator, or the Assistant Unit Safety Coordinator, as available, and witnessed by another employee.

Exemptions to audits shall only be made with written approval from the Director of Mobility and Safety, a Unit Head, or the Division Safety Coordinator.

Unannounced audits of work areas and vehicles shall be performed at the discretion of managers and supervisors. Unannounced audits shall be witnessed by another employee.

Fire extinguishers, first aid kits, evacuation plans, evacuation notebooks (if available), and severe weather plans should be reviewed during all audits. If a fire extinguisher is found to be out of compliance with monthly inspection requirements during the time of any audit, then the fire extinguisher shall be inspected, and the tag initialed and dated.

B. Offices and Vehicles

Office locations (excluding the Traffic Electronics Center) shall have an announced audit performed every six months.

Audits shall consist of work areas, work vehicles (state and personal, if any), and any common areas used by personnel.

Vehicles (state and personal) should be audited when offices are audited. If vehicles are not available during an office or worksite audit, they should be audited as soon as possible following the audit.

The Director of Mobility and Safety shall perform a minimum of six unannounced audits per year. All audits shall be witnessed by an employee of the affected area or the Division Safety Coordinator.

A copy of all completed and signed audit forms shall be kept at the Unit level.

A copy of all completed and signed audit forms should be submitted to the next level of management (up to the Unit Head level).

Originals of all completed and signed audit forms shall be sent to the Division Safety Coordinator within five (5) business days of the audit.

C. *Traffic Electronics Center (TEC)*

The Traffic Electronics Center (TEC) shall be audited every month by the Signals Management Engineer. All audits shall be witnessed by one of the following:

- Director of Mobility and Safety
- State ITS and Signals Engineer
- Unit Safety Coordinator
- Traffic Electronics Engineer
- Division Safety Coordinator
- An employee of the Signals Management Section
- An employee of the TEC

The Director of Mobility and Safety will perform at least one unannounced audit of the Traffic Electronics Center (TEC) per year. All audits shall be witnessed by the State ITS and Signals Engineer, the Signals Management Engineer, the Division Safety Coordinator, or an employee of the TEC.

A copy of all completed and signed audit forms shall be kept at the Unit level.

A copy of all completed and signed audit forms should be submitted to the next level of management.

Originals of all completed and signed audit forms shall be sent to the Division Safety Coordinator within five (5) business days of the audit.

D. *Worksites and Field Investigations*

The Director of Mobility and Safety shall perform at least one announced audit of a project (worksite or field investigation) per year. The audit shall be witnessed by a Unit Head, Section Head, Unit Safety Coordinator, or the Division Safety Coordinator. Additional project audits may be performed but not announced.

Unit Heads shall perform at least one announced audit of a project (worksite or field investigation) per year. The audit shall be witnessed by a Section Head, the Unit Safety Coordinator, or the Division Safety Coordinator. Additional project audits may be performed but not announced.

Section Heads shall perform at least one announced audit of a project (worksite or field investigation) per year. The audit shall be witnessed by a Group Head, the Unit Safety Coordinator, or the Division Safety Coordinator. Additional project audits may be performed but not announced.

A copy of all completed and signed audit forms shall be kept at the Unit level.

A copy of all completed and signed audit forms should be submitted to the next level of management.

Originals of all completed and signed audit forms shall be sent to the Division Safety Coordinator within five (5) business days of the audit.

V. Incidents and Injuries

A. General

An incident is an event that could have, or did, result in personal injury or damage to state or private property. However, some incidences are considered “first aid” events (such as paper cuts, etc.) and do not need to be reported (see item U in the Miscellaneous section for a definition of “first aid” incidences).

Supervisors have wide latitude in deciding whether or not an incident has occurred but should err on the side of reporting the event as an incident.

Investigations of incidences are important for the prevention of future incidences and reviewing the quality of safety programs.

Incident investigations shall not be a fault finding process.

The results of investigations should be communicated to employees, supervisors, and management to prevent recurrence of similar incidences.

Investigation results, information, and reports shall be reviewed by the Incident and Injury Investigation Subcommittee.

All supervisors are responsible for ensuring that any recommendations are implemented.

B. *Requirements and Responsibilities*

The following must occur immediately following an incident:

- Involved employee(s) shall report the incident to their immediate supervisor (if possible) or any supervisor
- The notified supervisor shall immediately report the incident to the Division Safety Coordinator and the appropriate Unit Safety Coordinator

Supervisors shall complete the “Incident Checklist for Supervisors.”

Once all documentation has been completed and distributed, the Incident and Injury Investigation Subcommittee shall be convened to:

- Review all data and incident documentation
- Determine what corrective actions should be taken
- Complete Part III of the [Incident Investigation Form \(Form I-2\)](#) and distribute to the following:
 - a. Division Safety Coordinator (original)
 - b. Director of Mobility and Safety (copy)
 - c. Unit Head (copy)
 - d. Section Head (copy)
 - e. Safety and Risk Assessment (copy)

C. *Serious/Fatal Incidents*

A serious/fatal incident is an incident that has resulted in a fatality or the hospitalization of three or more people.

Investigations of a serious/fatal incident shall be in accordance with NCDOT’s [“Serious/Fatal Incident” guide](#).

D. OSHA 300 Forms

Occupational Safety and Health Administration (OSHA) Forms 300, 300A, and 301 are required under 29 CFR 1904 and 29 CFR 1952. These forms are completed on a calendar year basis and must be retained for a period of five years. If an incident meets OSHA requirements for reportable incidences, then Form 301 needs to be completed and placed in the incident file, and Form 300A needs to be updated. Reportable incidences include the following:

- Fatalities
- Injuries resulting in lost work days
- Injuries resulting in job/duty transfers or restrictions
- Injuries resulting in skin disorders, respiratory conditions, poisoning, or hearing loss

Form 300A must also be posted in each work site (building location) by February 1st of each year for the previous calendar year, even if no incidences met OSHA requirements.

VI. Evacuations

A. General

All personnel shall evacuate when instructed by either mechanical means (alarms, sirens, etc.) or verbally by a safety coordinator or emergency management official (law enforcement officer, fireman, etc.). This requirement applies equally to both drills and actual emergencies. Failure to evacuate may result in disciplinary action.

It is the policy of the Division that only the respective fire departments, or the respective landlords, shall reset fire alarms, fire panels, or pull stations.

All personnel are to assemble at their primary meeting place (or alternate meeting place, if necessary and based on conditions) when an evacuation occurs.

During an evacuation, personnel shall remain at their meeting place (primary or alternate) unless and until instructed to move to another location or are allowed to re-enter the facility.

B. Pre-Plan

This is the plan kept by the local fire department with contact names, numbers, and evacuation procedures.

The local fire department should be contacted any time information on this plan is changed.

The knox box is the on-site repository for keys and badges made available for the local fire department's use. Respective pre-plans shall state that the knox box will be the primary meeting place between the local evacuation officer (Division Safety Coordinator, Unit Safety Coordinator, etc.) and the local fire department.

C. Meeting Areas

The Garner District Fire Chief, Steve Williams, has approved the parking lot of the Greenfield facility for evacuation meeting sites.

Primary and secondary meeting areas are posted on the facility evacuation plan. During an evacuation event, all personnel are to proceed directly to the primary meeting area of the zone they are in (or a secondary meeting area, depending on conditions). Employees evacuating from a zone other than their "base" zone (i.e. – the zone where their work station is located) are to stay where they are and shall not return to their "base" zone.

D. Drills

As of September 24, 2009, the State Highway Administrator has required all Division of Highways facilities to conduct two fire drills every year. Fire drills do not necessarily need to be coordinated with fire departments or other emergency management officials, and do not necessarily need to have the fire alarms sounded. However, every employee is required to evacuate the facility during these drills and meet at their primary meeting place, and occasionally their secondary meeting place, in order to become familiar with evacuation procedures. Employees may not reenter the facility until an all clear is provided by the individual conducting the drill. Following a drill, a “Fire Drill Verification Form” shall be completed and submitted.

It is the responsibility of the Division Safety Coordinator, Unit Safety Coordinators, and Regional Safety Contacts to coordinate and conduct fire drills.

E. Evacuation Notebooks

Evacuation notebooks shall be maintained by administrative staff and shall contain the following information:

- List of safety coordinators (Department, Division, Unit, etc.)
- List of evacuation Zone Coordinators
- Employee names (listed alphabetically)
- Work schedule (start, end, days of week, lunch, etc.)
- Employee seating location

Information included in evacuation notebooks shall be divided into the appropriate zones indicated on the evacuation plan for the facility, with each individual zone having its information at the front of the notebook.

The first employee to evacuate the facility within a particular zone will take the evacuation notebook with them and, if not a supervisor, will give the notebook to a supervisor at the meeting area. The supervisor with the evacuation notebook will then be the supervisor-in-charge and responsible for taking a “head count” of the entire evacuation zone to ensure all personnel within the zone are accounted for. Individual supervisors will inform the supervisor-in-charge if an individual employee is out of the office.

At the Greenfield facility, the first employee to evacuate the white zone is also responsible for removing the MSDS notebook.

At the Greenfield facility, in the white zone, the receptionist is responsible for removing the visitor sign-in clipboard.

F. Zone Coordinators

Each evacuation zone should have a primary, and at least one secondary, Zone Coordinator.

Zone Coordinators may or may not be Unit Safety Coordinators or Assistant Safety Coordinators. Zone coordinators that are not safety coordinators are to be determined by agreement between the Unit Heads of the affected evacuation zone. A list of current zone coordinators is to be maintained by the Division Safety Coordinator.

Zone Coordinators are responsible for checking cubes, offices, and common areas (bathrooms, break rooms, conference rooms, etc.) as they exit the facility.

Zone Coordinators are responsible for informing the supervisor-in-charge (the supervisor with the evacuation notebook) that the zone is empty of personnel. The supervisor-in-charge will then inform the zone coordinator if all personnel within the zone are accounted for. Zone coordinators will then inform any adjacent zones of the status of both the facility and head count for their zone in a counter-clockwise manner until the local evacuation officer (Division Safety Coordinator, Unit Safety Coordinator, etc.) has been informed of the evacuation status of the facility.

VII. Miscellaneous

A. Definitions and Acronyms

AED	-	Automated External Defibrillators
ARA	-	Area of Rescue Assistance
ARC	-	American Red Cross
ARS	-	Audit Review Subcommittee
CO	-	Certificate of Occupancy
DOL	-	Department of Labor
DSC	-	Division Safety Committee
FACP	-	Fire Alarm Control Panel
GFCI	-	Ground Fault Circuit Interrupter
IIS	-	Incident and Injury Subcommittee
IIT	-	Incident Investigation Team
ITSS	-	ITS and Signals Unit
MSDS	-	Material Safety Data Sheet
MSTA	-	Municipal and School Transportation Assistance
NCIC	-	North Carolina Industrial Commission
NSC	-	National Safety Council
OSHA	-	Occupational Safety and Health Administration
OSOW	-	Oversize and Overweight Permit Unit
RTE	-	Regional Traffic Engineer
RTK	-	Right to Know

SDU	-	Signing and Delineation Unit
SLC	-	Safety and Loss Control
SOP	-	Standard Operating Procedure
SRM	-	Safety and Risk Management
TEC	-	Traffic Electronics Center
TMC	-	Traffic Management Center
TMU	-	Traffic Management Unit
TMSD	-	Transportation Mobility and Safety Division
TSOU	-	Traffic Systems Operation Unit
TSU	-	Traffic Safety Unit
WSSS	-	Workplace Safety, Security, and Sanitation
WZTC	-	Work Zone Traffic Control

B. *Fire Extinguishers*

All fire extinguishers shall be serviced annually, and inspected monthly, in accordance with OSHA requirements. In the Greenfield facility, this shall be completed by the landlord.

The servicing and inspection all fire extinguishers in Division and Regional offices (except for the Triad Regional Office) is the responsibility of either the landlord or the division, where appropriate. This responsibility should be included in all contracts for leased spaces.

The Triad Regional Office has two fire extinguishers in their suite of offices. The annual servicing or replacement of these extinguishers is the responsibility of the Traffic Safety Unit's Unit Safety Coordinator. The monthly inspection of these extinguishers is the responsibility of the Triad Regional Office's Regional Safety Contact.

The Transportation Mobility and Safety Division will not furnish fire extinguishers for work vehicles (state or personal), except where required by the [NCDOT Policies and Procedures Manual](#), or where required by Unit policy.

All fire extinguishers, regardless of servicing or inspection responsibilities, shall be reviewed by Division personnel during audits and inspected, if necessary.

C. ID Badges

All employees shall adhere to the NCDOT “Card Access ID Badge Policies and Procedures.”

All persons shall wear an approved NCDOT identification badge, or an approved visitor/employee sticker, at all times when in a building occupied by the Division. Pink stickers are for NCDOT employees who do not have a badge with them that day. Green stickers are for visitors (non-NCDOT employees).

D. Ergonomic Assessments

Unit Safety Coordinators shall perform ergonomic assessments for their Unit’s employees.

The Division Safety Coordinator shall perform ergonomic assessments for the Director of Mobility and Safety and Division administrative staff.

Ergonomic assessments shall only be done by request or if a problem is noticed by supervisors, management, safety coordinators, or physicians.

Employees receiving an ergonomic assessment shall abide by the results of the assessment.

E. First Aid Kits

First aid kits used by the Division will be the standard 25-unit basic first aid kit (SAP Material Group 134, Material Number 134000975).

A minimum of one first aid kit will be available for every 50 employees.

Every office (central and regional) will have at least one first aid kit.

The Traffic Electronics Center (TEC) will have at least one first aid kit.

All work vehicles (state and personal) shall have a first aid kit.

First aid kits will be stocked, available, and posted based on NCDOT workplace policies and procedures.

F. Eyewash Station

The Traffic Electronics Center (TEC) will have an eyewash station available at all times (based on SOP 11A-21).

G. Material Safety Data Sheets (MSDS)

Material safety data sheets are required to be kept on site.

At the Greenfield facility, material safety data sheets (Right-to-Know stations) are to be kept in three different locations: the Traffic Electronics Center, near the FACP room, and next to the main entrance. The Signals Management Engineer, and the Traffic Electronics Engineer, will be responsible for ensuring that all material safety data sheets at all three stations are kept current.

Material safety data sheets may be obtained from the 3E Company (800-451-8346), if needed, which is under contract with NCDOT's Safety and Loss Control to provide this information.

H. Ground Fault Circuit Interrupter (GFCI)

Generally used for protecting employees from electrocution.

All open or live traffic signal cabinets in the Traffic Electronics Center (TEC) should use GFCIs.

I. Area of Rescue Assistance (ARA)

This room is provided in the Greenfield Facility for physically impaired employees who can not evacuate the back of the building due to the grade separated nature of the rear evacuation routes.

This room is not to be used as a daily ingress or egress by Division employees.

The interior and exterior doors to this room should be kept closed at all times.

This room may be used as an egress to evacuate the building.

The light in this room should be kept on at all times.

J. Conference Rooms

The maximum capacity of all conference rooms is 49 persons.

Any conference room with multiple exits opening outward, and automatic emergency lights (any lights on battery back-up that come on during a power failure event), may be considered for occupancy of more than 49 persons.

K. *Fire Alarm Control Panel (FACP)*

This is the room which houses the control panel for the fire alarm and the main water valve for the sprinkler system. Older buildings and facilities may not have a fire alarm control panel.

L. *Certificate of Occupancy (CO)*

All buildings and offices must have a certificate of occupancy prior to occupancy by Division personnel.

M. *Cost Centers*

The Division Safety Coordinator will maintain a list of contact information, by cost center, with Safety and Loss Control.

N. *Traffic Electronics Center (TEC)*

All doors allowing ingress/egress to the Traffic Electronics Center are to be closed at all times.

O. *Card Activated Doors*

All card activated doors should be set on failsafe so that they unlock during an evacuation event or during a power failure.

P. *Traffic Engineering Practices, Policies, and Legal Authority (TEPPL)*

All workplace safety, security, and sanitation information specific to the Division will be maintained on this web site under the following topics:

[W-32 Workplace Safety, Security, and Sanitation – General](#)

[W-33 Workplace Safety, Security, and Sanitation – Incidences](#)

[W-34 Workplace Safety, Security, and Sanitation – Labor Laws](#)

[W-36 Workplace Safety, Security, and Sanitation – Severe Weather](#)

[W-37 Workplace Safety, Security, and Sanitation – Ergonomics](#)

[W-38 Workplace Safety, Security, and Sanitation – Fire Safety/Evacuations](#)

[W-39 Workplace Safety, Security, and Sanitation – Threats and Suspicious Activity/Mail](#)

[W-40 Workplace Safety, Security, and Sanitation – Audits](#)

It is the responsibility of the Division Safety Coordinator to maintain current information within these topics.

Q. Resource Protection

In the case where a fire, adverse weather, or other event has occurred and has damaged a facility to the point that it is open to either the elements or can no longer be secured from unauthorized individuals, an on-site employee will be responsible for notifying the Department Safety Coordinator or the Division Safety Coordinator and remaining on site until other arrangements can be made.

R. Back Braces

Back braces will be provided by individual Units, or the Division, to their employees as needed.

S. Break Rooms and Break Areas

It is the responsibility of each employee to clean up after themselves and to maintain all break rooms and break areas in a clean and sanitary condition.

Refrigerators are to be cleaned out every Friday afternoon. Condiments (ketchup, mustard, salad dressings, etc.) in sealed containers may remain, but all other food and containers are to be discarded.

Microwaves, toasters, toaster ovens, and coffee pots shall be cleaned by the individual who used them. If community microwaves, etc., are not maintained in a sanitary condition then they will be removed. If community microwaves, etc., are removed due to a lack of sanitation, then all personal microwaves, etc., will also be removed.

Any stand alone ice makers will be cleaned and sanitized on a regular basis.

T. Disabled Employees

Supervisors should notify their Unit Safety Coordinator of employees with permanent or temporary physical impairments. At least one primary and one secondary individual should be assigned to offer assistance to the impaired employee to leave their workstation should an evacuation event occur or if adverse weather threatens. Individuals assigned to such a task should be selected by supervisors with input from the Unit Safety Coordinator.

U. *First Aid Incidents*

Injuries that are considered first aid incidents do not need to be reported to OSHA, so only forms I-1 and I-2 would be required for an incident with a first aid injury. OSHA defines a first aid incident as any of the following:

- Using non-prescription medication at non-prescription strength
- Tetanus immunizations
- Cleaning, flushing, or soaking wounds on the skin surface
- Applying wound coverings (such as band-aids, gauze pads, etc.)
- Hot and/or cold therapy
- Using totally non-rigid supports (such as ACE bandages, back supports, etc.)
- Temporary immobilization devices for transport (splints, slings, back boards, neck braces, etc.)
- Draining fluids from blisters
- Drilling fingernails or toenails to relieve pressure
- Using eye patches
- Using irrigation, cotton swabs, etc., to remove items from the eye that are not embedded
- Using tweezers, irrigation, etc., to remove splinters or other foreign materials from areas other than the eye
- Using finger guards
- Massages
- Drinking fluids to relieve heat stress

V. *Severe Weather*

Tornado drills should, at a minimum, be conducted annually (usually during Severe Weather Awareness Week which occurs sometime in late February and/or early March). Tornado drills do not necessarily need to be coordinated with fire departments or other emergency management officials, and do not necessarily need to have alarms sounded. However, every employee is required to participate in these drills and meet at their primary meeting place, and occasionally their secondary meeting place, in order to become familiar with safety procedures. Employees may not return to their work stations until an all clear is provided by the individual conducting the drill. Following a drill, a “Tornado Drill Verification Form” form shall be completed and submitted.

W. *Automated External Defibrillators (AED)*

Automated external defibrillators (AED) are currently located in the Greenfield facility and the Rock Quarry Road facility (Oversize Overweight Permits Unit). The names, room/cube numbers, and phone numbers of individuals who are trained in the use of, and volunteer to be available in emergencies, shall be posted on the AED cabinets.